



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5330.2C
MCB (B 013)
13 DEC 1999

MARINE CORPS BASE ORDER 5330.2C

From: Commander
To: Distribution List

Subj: FAST RESPONSE ON SHORT TRANSMISSION (FROST) CALL SYSTEM

Ref: (a) MCBO P11210.1A
(b) Quantico Antiterrorism/Force Protection Plan AT/FPP-00
(c) MCBO 3100.1A

Encl: (1) Frost Call Format
(2) Frost Call Telephonic Notification

1. Purpose. To set forth procedures for use of the FROST Call System.
2. Cancellation. MCBO 5330.2B.
3. Summary of Revision. This Revision contains significant changes and should be reviewed in its entirety.
4. Information. A FROST **call** system is a prearranged network of Local Area Network (LAN) addressees or telephone calls by which information may be rapidly disseminated from one central point. The system is used primarily to schedule or cancel an important event on short notice, to transmit information required to cope with emergency conditions, or to provide information that will potentially affect a large portion of the military and civilian population working and living aboard Quantico. This system will not be used to pass information that would be more appropriately passed through staff meetings or articles in the **Quantico Sentry**. For example, a section that will close due to participation in a picnic or party etc., or information that is not of an emergency nature and is known in sufficient time to use alternative means for dissemination will not be disseminated via the FROST call system.

5. Action

a. Activity Heads

(1) If required, prepare a proposed FROST call in the format contained in enclosure (1) and forward to the Base Adjutant for approval/release. FROST calls may be forwarded via the LAN system using the address **mccdclanmgr@nt.quantico.usmc.mil** or, in an emergency, faxed to extension 3750 or delivered to Lejeune Hall (Bldg. 3250), room 107.

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(2) Disseminate FROST call information to their subordinate activities.

b. Base Adjutant

(1) Coordinate with the Chief of Staff, MCB for approval of proposed telephonic FROST calls.

(2) Release FROST call information via the LAN.

(3) Notify the Assistant Chief of Staff, G-3 (extension 2814/2658) to disseminate telephonic FROST call information per enclosure (2) when necessary.

c. Assistant Chief of Staff, G-3. During normal working hours, telephonically disseminate FROST call information per enclosure (2) when necessary.

d. Command Duty Officer. During nonworking hours, disseminate information concerning foul weather and other emergency conditions per the references utilizing both LAN and telephonic means as necessary.



R. P. ROOK
Chief of Staff

DISTRIBUTION: INTERNET

FROST CALL FORMAT

FROST CALL

PROPOSED FROST CALLS WILL BE SUBMITTED TO THE BASE ADJUTANT FOR APPROVAL/RELEASE. THE TEXT OF THE FROST CALL SHOULD BE CONDENSED AS MUCH AS POSSIBLE SINCE BASE-WIDE NOTIFICATION INVOLVES EXTENSIVE USE OF LOCAL AREA NETWORK CAPABILITY AND/OR A LARGE NUMBER OF PHONE CALLS.

ENCLOSURE (1)

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FROST CALL TELEPHONIC NOTIFICATION

BASE ADJUTANT

Commander, Marine Corps Systems Command	2411/2412/2087
Director, Intelligence Activity	6111
Director, Personal & Family Readiness Division . . .	3808/3824
Director, Marine Corps Information Technology and Network Operations	4701/4600
Director, Marine Corps Operational Testing and Evaluation Activity	3141/3286
Commanding Officer, HMX-1	2421/2422/5586
Commanding Officer, Marine Corps Air Facility . . .	2442/2443
Commanding Officer, Marine Security Guard Battalion	3211/3267
Inspector-Instructor, 4th Light Armored Reconnaissance Battalion	2798/2799
Head, Personnel Management Support Branch HQMC . . .	3930/3934
Vice President, Marine Corps University	2560/2105
Deputy Director, Training and Education Division	3751/3731
Director, Coalition and Special Warfare Division	4079/4777
Director, Marine Corps Warfighting Lab	5096/5099
Director, Warfighting Development Integration Division	2577
Director, Office of Science and Innovation	4912/6055
* FBI Academy	632-1000
* Naval Criminal Investigative Service	2993/2994
* Marine Federal Credit Union	640-7181
* Marine Corps Association	640-6166

ENCLOSURE (2)

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- * Virginia Domestic Dependent Elementary and
Secondary School System 784-2319
- * Civilian Human Resources Office - Quantico 2049/2368

ASSISTANT CHIEF OF STAFF, G-3

Commanding Officer, Headquarters and Service Battalion	2264/2263
Commanding Officer, Security Battalion	2481/2482
Assistant Chief of Staff, G-6 (Communication Electronics Division)	3278/1187
Director, Comptroller Division	2668/2669
Assistant Chief of Staff, G-5 (Facilities Division)	2333/2557
Assistant Chief of Staff, G-4 (Logistics Division)	2699/2899
Assistant Chief of Staff, G-1 (Manpower Division)	2182/2181
Director, Marine Corps Community Services	3007/3006
Director, Reserve Support Unit	2127/5933
Director, Safety Division	2527
Command Chaplain	2131/2849
Dental Care Advisor	2801/2805
Health Care Advisor	1500/1503
Inspector	2277/2278
Public Affairs Officer	2741/2743
Staff Judge Advocate	2777/2778/2776
Counsel	3009

Note: Marines are not assigned to these activities, therefore,
these activities are not on distribution for troop
information-type FROST calls.

ENCLOSURE (2)